


<b>ARIZONA STATE BOARD OF ACCOUNTANCY</b> 100 N. 15 <sup>th</sup> Ave., Ste 165 Phoenix, Arizona 85007 Phone: 602-364-0804 Fax: 602-364-0903 www.azaccountancy.gov	<b>SOLE PRACTITIONER RENEWAL FORM</b> <b>COMPLETE ENTIRE FORM</b> <b>TIME SENSITIVE*</b> <i>*This form must be completed and submitted when you renew your certificate</i>	 <b>ARS §§ 32-701(8); 730(A) &amp; 742(C)</b>
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**THERE ARE NO FEES ASSOCIATED  
WITH THE RENEWAL REGISTRATION FOR A SOLE PRACTITIONER**

**Arizona Revised Statute 32-701(8) "Firm"** means a business organization that is engaged in the practice of accounting and that is established under the laws of any state or foreign country, including a sole practitioner, partnership, professional corporation, professional limited liability company, limited liability company, limited liability partnership or any other entity recognized by the board that has met the applicable requirements contained in sections 32-731 and 32-732.

**I. SOLE PRACTITIONER INFORMATION: \*Sole Practitioner Registration No. \_\_\_\_\_**

\*(Do not confuse with your personal registration number; the Sole Practitioner # available at website under Licensee Directory)

Owner/Firm Name \_\_\_\_\_ (if different than name on your CPA certificate)

**Email Address** \_\_\_\_\_

**Main Office Address** \_\_\_\_\_ (Physical address)  
 \_\_\_\_\_  
 City State Zip Code Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

(If different than above) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City State Zip Code Fax (\_\_\_\_) \_\_\_\_\_

Owner: \_\_\_\_\_ **Certificate No.** \_\_\_\_\_

Residence Address \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code Phone (\_\_\_\_) \_\_\_\_\_

**II. CPA EMPLOYEES:**

List all current CPA employees. Include additional pages as necessary.

Only persons licensed in this state may represent themselves as a certified public accountant.

**NAME**

**CERTIFICATE #**

_____	_____
_____	_____
_____	_____
_____	_____

### III. PEER REVIEW A.A.C. R4-1-454:

Please answer all of the following:

1. Within the three years prior to your renewal, has your Firm provided one or more of the following services:

- A. Audits of Historical or Prospective Financial Statements ☐ yes ☐ no
- B. Reviews of Historical or Prospective Financial Statements ☐ yes ☐ no
- C. Compilations of Historical or Prospective Financial Statements ☐ yes ☐ no  
(With disclosures on which a report was issued)

2. If you answered YES to **any** of question one, your firm is subject to peer review and is **required to send** to the Board the most recent following items:

- Did you include a copy of the Reviewer's Report? ☐ yes ☐ no
- Did you include a copy of the Final Acceptance Letter? ☐ yes ☐ no
- If applicable, did you include a copy of the Letter of Comment (LOC)? ☐ yes ☐ no
- If you received an LOC, did you include a copy of the Letter of Response (LOR)?  
☐ yes ☐ no
- If applicable to the LOC, did you include a copy of Corrective Action? ☐ yes ☐ no

3. If you answered NO to all of question one, has your Firm provided one or more of the following services:

- A. Prepare tax returns or other financial services and submit financial information to the client (Quickbook Financials, Excel Financials, etc.) ☐ yes ☐ no
- B. Bookkeeping engagements where financial statements are issued without a compilation report ☐ yes ☐ no
- C. Compilation engagements performed under SSARS No 8. ☐ yes ☐ no
- D. Compilations of Historical or Prospective Financial Statements ☐ yes ☐ no  
(Omitting substantially all disclosures on which a report was issued)

4. If you answered YES to question 3(D), your Firm may be subject to random peer review/educational enhancement review, pursuant to A.A.C. R4-1-454(B).

**5. DO I SUBMIT PR REPORT AGAIN IF IT'S THE SAME AS LAST TIME?** Pursuant to AAC R4-1-454, the report & acceptance letter must be completed within the three years immediately preceding your firm's registration renewal date. If the firm's current peer review is still within that three-year window, even if you submitted this same peer review report with your last renewal, please resubmit the report to remain in compliance with AAC R4-1-454. The due date for your next peer review is listed in the final acceptance letter from the reviewing entity on your current review.

#### SIGNATURE:

I hereby certify under penalty of perjury, that I am the owner of the above-named CPA office, that I have read this renewal form and know the contents thereof; that all the statements and information contained herein, including all supporting documents, are true, accurate and correct in every respect, to the best of my knowledge and belief.

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Signature

Date

**SOLE PRACTITIONER RENEWAL 1/19/07**